



STATE OF ARKANSAS
**Department of Finance
and Administration**

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MEMORANDUM

TO: Agency Procurement Staff

FROM: Office Of State Procurement Training Team

DATE: July 5, 2006

SUBJECT: Procurement 101 Class Scheduled

The Office of State Procurement, Procurement 101 class schedule is available on the OSP web site. Classes will be conducted at the DFA 1509 Building (1st floor conference room) in Little Rock. The class covers an introduction to purchasing in Arkansas State Government and is geared towards new purchasing agents, CFOs, and any others involved in or need an understanding of the State procurement process.

The class will be offered from 8:30-4pm on days scheduled. This class is similar to previous classes but incorporates updates to the material. There is no charge for the classes. Seating is limited, pre-registration is required. Please contact Barbara Ausbrooks barbara.ausbrooks@dfa.state.ar.us for registration.

If you have a specific topic(s) you would like addressed please include that information in an email to Barbara and she will pass that information along to the instructors.